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00080006-0
78-2889

DD/A Registry

File Buildings &

20 July 1978

Shands

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Herbert E. Hetu
Director of Public Affairs

SUBJECT: Bulletin Boards for Press Clippings

1. As you may know I have been meeting with a variety of internal Agency groups of late, i.e., DDA/DDO/DDS&T Management Advisory Groups, mid-career course, senior seminar, etc. One recurring bit of praise and suggestion which comes from these groups concerns the Agency bulletin board on which we display daily press clippings. It has been suggested many times that similar bulletin boards be erected in outlying Agency buildings. Our office would supply the clips on a daily basis and the boards would be maintained by a designated office in each building. Perhaps in some locations such as OTS one board would be sufficient for several buildings. I would suggest that the boards be constructed similar to that outside my office, i.e., with removable panels which makes daily change of clips considerably easier.

2. Attached for your reference is a list of Agency buildings in this area.

SIGNED

Herbert E. Hetu

cc DDA

Declassified to AWD
when separated from attachment

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25X9

<u>Building</u>	<u>Primary Contents</u>	<u>No. of Employees</u>	<u>Location</u>
Ames	Recruitment/Commo		1820 N. Ft. Meyer Drive (Rosslyn) ^{25X9}
	ORD		25X1A
Key	Finance		1200 Wilson Boulevard (Rosslyn)
	?		
	OGCR		
	NPIC		
Chamber of Commerce	O/Training		4600 Fairfax Drive, Arlington
Central	O/Technical Service		2430 E Street, N.W.
East	O/Technical Service		2430 E Street, N.W.
South	O/Technical Service		2430 E Street, N.W.
Community Headquarters	IC Staff		1724 F Street, N.W.
	?		25X1A
	OD&E		
	O/Security		
	Warehouse		
	Logistics/Commo		
P&PD	Printing/Photography		Headquarters Compound

SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Herbert Hetu Director of Public Affairs <i>EO/DDA</i>	<i>7/26</i>	<i>26</i>
2			
3	<i>C/LSD</i>		
4	<i>Would you please work</i>		
5	<i>with Public Affairs on this.</i>		
6	<i>(The Bulletin Boards only: Pub Affairs)</i>		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<p>Remarks:</p> <p><i>will have to be responsible for</i></p> <p>Please note Mr. Carlucci's approval on attached note.</p> <p><i>Posting material (etc.)</i></p> <p style="text-align: center;">[Redacted]</p> <p style="text-align: center;">SA/DDCI</p> <p><i>✓</i> cc: DDA</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
7E-12, Hqs. x-7805			25 Jul 78

CENTRAL INTELLIGENCE AGENCY

DD/A Register

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OFFICE OF THE DEPUTY DIRECTOR

The Office of Public Affairs
would like you to approve
their suggestion. Once
approved, DDA would be
tasked with erecting the
Bulletin Boards.

Public Affairs would supply
the daily clips.

Dolores

Approve 25 JUL 1973
Disapprove

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